Application Form





2027



Learner Name & Surname:

Grade:

KID'Z COLLEGE PRIMARY SCHOOL

221 President Mbeki Drive
Rustenburg
0299

Tel: 014 592 2403
Email: 600105388kidzcollege@gmail.com

Kid'z College
Primary School
In Your Light we see the Light

KID'Z COLLEGE PRIMARY SCHOOL

ADMISSION POLICY

1. APPLICATION REQUIREMENTS

1.1 All requirements stated on the Admission Form must be completed before an application can be processed.

1.2 The Admission Board may consider academic placement and grade suitability based on the submitted academic records.

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2. AGE-APPROPRIATE PLACEMENT

2.1 Learners will normally be admitted to the age-appropriate grade:

* Grade 1 – turning 7 during the school year
* Grade 2 – turning 8 during the school year, etc.

2.2 Parents are requested to provide any information regarding the learner's learning or social needs to ensure appropriate support. Failure to disclose relevant information may affect the learner's placement or access to suitable interventions.

3. CLASS SIZE

3.1 Class sizes are limited to a maximum of 22 learners per class (Grades 1–7) to ensure quality teaching and individual attention.

4. CONTRACT AND FEES

4.1 The enrolment contract must be duly signed by the parent / guardian on the day that the learner's admission is accepted.

4.2 Existing learners pay an annual book fee, which will be determined by the school.

5. SCHOOL RULES

The parent / legal guardian certifies that they respect the school's educational principles and commits to:

5.1 Acceptance of the school's educational principles and commitment to comply with the code of conduct and disciplinary standards established by Kid'z College Primary School.

5.2 Disciplinary matters will be addressed in accordance with the school's established disciplinary procedures. The Admission Board reserves the right to revoke admission in cases of non-compliance with school rules or policies.

6. GENERAL REQUIREMENTS

6.1 All application requirements, including the completion of the Admission Form, must be met before processing.

6.2 Parents / guardians must provide all required supporting documents, including birth certificate, ID, previous school reports, and transfer letters.

6.3 Consent is given for the release of confidential academic and behavioural records in accordance with POPIA.

6.4 Relevant information regarding the learner's learning, medical, or social needs must be disclosed.

6.5 Admission is subject to space availability and completion of registration and fee requirements.

6.6 Kid'z College reserves the right to amend this policy as necessary, provided that parents / guardians are informed in writing.

APPLICATION FOR ADMISSION TO SCHOOL

KID'Z COLLEGE PRIMARY SCHOOL

221 PRESIDENT MBEKI

RUSTENBURG

0299

Telephone: 014 - 5922403

Year: 2027

Note: This form must be completed in full. All changes to be initialled or signed by parent / guardian.

Grade Applied For:_____ Highest Grade Passed_____ Year When Grade was passed:_____ Accession No:_____

Surname:_____ Initials:_____ Nick Name:_____

First Name:_____ Other Names:_____

Date Of Birth: YYYY_____ MM_____ DD_____ Gender: Male:_____ Female:_____

Identification or Passport No:_____

Study Permit Number: _____ Citizenship:_____

Physical Address:_____ Home Telephone:_____

_____ Emergency Telephone:_____

City/Suburb: _____ Home Language:_____

Code:_____

Deceased Parent: Mother_____ Father_____ Both_____

Religion:_____

For Grade 1 only: Indicate pre-primary education:_____

PREVIOUS SCHOOL INFORMATION

Name of Previous School:_____

Previous School Address:_____

_____

Code:_____ Province:_____ Country:_____

SIBLINGS

Number of other Children at this school:_____ Position in the family (e.g first):_____

Please supply full names below:

Name:_____ Grade:_____

Name:_____ Grade:_____

Paste ID Photo here

Initial: _____

PARENT 1: PARENT / GUARDIAN INFORMATION (LEARNER RESIDES WITH PARENT 1)

Title: _____ Initials: _____ Relationship to Learner: _____

First Name: _____ Surname: _____

Gender: Male: _____ Female: _____

Identification Number (or Passport No) _____

Home Language: _____ Marital Status: _____

Residential Street Address: _____

_____

City / Suburb: _____

Code: _____

Employer: _____ Occupation: _____

Employer Tel: _____

PARENT 2: PARENT / GUARDIAN INFORMATION

Title: _____ Initials: _____ Relationship to Learner: _____

First Name: _____ Surname: _____

Gender: Male: _____ Female: _____

Identification Number (or Passport No) _____

Home Language: _____ Marital Status: _____

Residential Street Address: _____

_____

City / Suburb: _____

Code: _____

Employer: _____ Occupation: _____

Employer Tel: _____

ACCOUNTING – INFORMATION (FINANCIAL INFORMATION)

IMPORTANT!

Relationship to learner: _____

Title: _____ Initials: _____ Surname: _____

Full Name: _____

ID Number: _____

Tel (W): _____ Cell No: _____

Email: _____

Residential Address: _____

_____

Initial: _____

MEDICAL DETAILS REGARDING LEARNER:

1. Indicate if any of the following is applicable to the learner?

Hearing Aid	☐	Epilepsy	☐	Depression	☐
Partially blind	☐	Serious learning resistant	☐	Deaf	☐
Hard of hearing	☐	Psychiatric Deviation	☐	Autistic Spectrum Deviation	☐
Physically Disabled	☐	Accommodation (ie. Additional time and reading)	☐		

2. Please provide further information on any other conditions:

_____

_____

3. Any learning disability: (Encircle answer):

DYSLEXIA / ADD / ADHD / DISCALCULAS / OTHER

4. Comment (ie Allergies)

_____

_____

5. Additional Information:

_____

6. Family Doctor : Contact :

_____ _____

7. Medical Aid Name : Medical Aid Number:

_____ _____

8. Plan:

_____

9. Principal Member: Contact:

_____ _____

10. Emergency contact Name & Surname: Contact Number:

_____ _____

Initial: _____

ADDITIONAL INFORMATION REQUIRED

Alternative Family Members information:

Name and Surname : _____

Relationship to Learner : _____

Address : _____

_____

Telephone Number : _____

IN CASE OF AN EMERGENCY

(If we cannot get hold of the Parents)

Name and Surname : _____

Relationship to Learner : _____

Address : _____

_____

Telephone Number : _____

IF LEARNER IS TRANSPORTED BY A TAXI, PLEASE SUPPLY DETAILS

Name and Surname : _____

Telephone Number : _____

_____
Name of Parent

_____
Signature

_____
Date

I hereby declare that I have completed this application form, and that all information provided herein is true, accurate, and completed to the best of my knowledge. I understand that any false or misleading information may result in the application being declined or the admission being withdrawn.

Name of Parent / Guardian (In print please): _____

Signature: _____ Date: _____

Initial: _____

KID'Z COLLEGE CONTRACT / TERMS AND CONDITIONS

This agreement is entered into between Kid'z College Primary School and the undersigned parent(s)/guardian(s) responsible for the learner and the payment of school fees.
By signing this document, the parent(s) / guardian(s) acknowledge that they have read, understood, and agree to comply with the terms and conditions set out below.

1. **Indemnity and Emergency Authorization:** The parent / guardian hereby indemnifies Kid'z College, its owners, management, employees, and representatives against any claims, damages, losses, injuries, or liabilities that may arise while the learner is attending school or participating in school-related activities.
   This indemnity shall not apply in cases of gross negligence or wilful misconduct on the part of Kid'z College or its employees.
2. **Health and Vaccinations:** Parents / guardians are encouraged to ensure that their child follows the recommended national vaccination schedule in accordance with public health guidelines.
   Where required by public health regulations or in the event of an outbreak of a contagious disease, Kid'z College reserves the right to request proof of vaccination or implement reasonable preventative measures to protect the health and safety of learners and staff.
3. **Adherence to School Rules:** The parent / guardian agrees to comply with all Kid'z College rules, policies, procedures, and codes of conduct, including any amendments that may be implemented by the school from time to time. Failure to adhere to school policies may result in disciplinary action in accordance with school procedures.
4. **Timely Collection of Child:** Parents / guardians undertake to collect their child on time at the end of the school day or aftercare programme. A late collection fee of R85 will be added to the account for each instance where the learner is collected after the designated collection time.
5. **School Uniform:** Parents / guardians agree to ensure that their child wears the official school uniform and maintains a neat and presentable appearance in representation of the school.
6. **Withdrawal and Notice Period:** Should the learner cease attending Kid'z College, the parent / guardian agrees to provide one (1) full calendar month written notice. Notice must be given during active school terms and may not be submitted during school holidays. Failure to provide the required notice will result in one month's school fees being payable in lieu of notice.
7. **School Fees and Payment Terms:** The parent/guardian acknowledges the following financial obligations:
   - School fees constitute an annual amount divided into eleven (11) equal monthly payments.
   - Payments are due from 7 January to 7 November each year.
   - Fees are payable in advance and must be paid on or before the 7th of each month.
   - A late payment fee of R250 will be added to accounts where payment is not received by the due date.
   - An administration fee of R20 may be charged for each phone call made regarding unresolved school-related matters or outstanding accounts.
   - Parents / guardians are responsible for reviewing their school account each month and raising any queries promptly.
   - Kid'z College reserves the right to amend school policies, fees, and procedures when necessary, provided that parents are informed accordingly.
8. **Failure to Meet Financial Obligations:**
   If school fees are not paid as required:
   1. If school fees remain unpaid by the 8th of the month, the account may be handed over to the school's attorneys for collection.
   2. The parent / guardian will be liable for all legal and collection costs on an attorney-and-client scale.

Initial: _____

3. If full payment is not made within two (2) days of receiving notification from the school's attorney, further legal action may be instituted to recover the outstanding balance.
4. Persistent non-payment may result in the suspension of school services until the outstanding amount is settled.
5. A 25% handover administration fee may be added to the outstanding balance when the account is handed over for legal collection.

9. ADDITIONAL LEGAL PROVISIONS FOR NON-PAYMENT:

9.1 Termination and Debt Recovery

If fees remain unpaid for more than 30 days, Kid'z College reserves the right to terminate the learner's enrolment without further notice. The outstanding balance, together with any accrued fees and legal costs, may be handed over to a registered debt collection agency. The parent / guardian will be responsible for the full outstanding balance, including collection fees and interest calculated at 10% per annum from the date of default.

9.2 Credit Bureau Reporting

In cases of prolonged non-payment exceeding 60 days, Kid'z College reserves the right to report the outstanding account to registered credit bureaus. Written notice of the intention to report the account will be provided at least seven (7) days prior to submission to the credit bureau. Such reporting may negatively affect the parent / guardian's credit profile.

10. Change of Contact Details: Parents / guardians undertake to inform Kid'z College immediately of any changes to:

- Residential address
- Telephone numbers
- Email addresses
- Employment details

Failure to update these details may result in missed communications for which the school cannot be held responsible.

11. JURISDICTION

The parent / guardian consents that any legal proceedings arising from this agreement may be instituted in the Magistrate's Court having jurisdiction, notwithstanding that the amount claimed may exceed the ordinary jurisdiction of that court.

12. DURATION OF CONTRACT

This agreement remains valid for the entire year, unless replaced by a revised agreement issued by the school.

Signed and Accepted by the Parent(s) / Guardian(s) Responsible for School Fees:

PARENT 1:

_____
Full Name of Parent / Guardian

_____
Signature

_____
ID Number

_____
Date

PARENT 2:

_____
Full Name of Parent / Guardian

_____
Signature

_____
ID Number

Initial: _____

SIGNING-OUT PROCEDURE

1. Learners must submit a signed letter from their parent or guardian to the class teacher during the registration period. If a learner needs to be signed out early, the parent must contact the class teacher directly to make prior arrangements. Learners are not permitted to contact their parents directly to make signing-out arrangements.
2. If a learner becomes ill during the school day, they must report to their class teacher, who will then contact the parents.
3. If tests or assessments are scheduled, a teacher may deny permission to leave. Learners will only be signed out in urgent or serious cases.
4. If a learner has a doctor's appointment, a medical certificate must be submitted the following day to confirm the visit.
5. The parent must complete the signing-out register before the learner is permitted to leave the premises.
6. If someone other than the parent is collecting the learner (including skof drivers), prior written consent must be provided via email (600105388kidzcollege@gmail.com) or communicated through the class teacher. The designated individual must present valid identification upon collection.
7. No learner will be allowed to leave the school with any individual unless prior arrangements have been made and confirmed by the parent.
8. Learners are not permitted to leave the school premises unaccompanied under any circumstances.
9. **Please note:** School ends at 13:15. Learners will not be allowed to be signed out early by skof drivers or siblings when other schools close earlier.

Acknowledgment by Parent/Guardian

I, _____, the parent/guardian of

_____ (learner's full name) in grade _____, have read and understood the above Signing-Out Procedure and hereby accept and agree to abide by it.

Signature: _____ Date: _____

Contact Number: _____

Initial: _____

ADMISSION INFORMATION AND SCHOOL FEES

SCHOOL FEES – 2027

School Fees:	R4 050.00 per month × 11 months
Total Annual School Fees:	R44 550.00 per year
Aftercare Fee:	R650 per month
Aftercare Registration Fee:	R60 (once-off registration fee)

Aftercare is optional and charged monthly for learners making use of this service.

RESERVATION OF A LEARNER'S SPACE FOR 2027

- To reserve a learner's space for the 2027 academic year, the January school fees must be paid in advance in full.
- This payment will be credited toward the learner's January school fees and confirms the reservation of the learner's place subject to final acceptance by the school and availability of space in the relevant grade.
- A school prospectus will be issued once the January school fees have been paid in full.

ADMISSION INFORMATION

Grade R

- Placement in Grade R is limited to 40 learners.
- Applications will be processed in the order in which completed application forms, required documents, and the January school fee payment are received, subject to final approval by the school.

Grades 1 – 7

- If space is available in the required grade, the January school fee must be paid in advance to reserve the learner's place.
- Submission of an application does not guarantee acceptance into Kid'z College.
- The school reserves the right to approve or decline applications in accordance with the school's admission policy.
- Parents will be notified once a final decision regarding admission has been made.

GENERAL SCHOOL INFORMATION

- Computer classes are offered once per week as part of the school programme.
- The following sport / culture activities are included in the school programme:

* Swimming	* Netball	* Choir	* Chess Club (4-7)
* Soccer	* Cricket	* Art Club (4-7)	

- No additional fees are charged for these activities.
- Further information regarding afternoon sport will be communicated to parents.
- No additional fees are charged unless learners participate in away tournaments or special events.

RESERVATION OF A LEARNER'S SPACE – NEW APPLICATIONS FOR 2027

To reserve a learner's place in the relevant grade for the 2027 academic year, the January school fee must be paid in advance.

Parents may choose one of the following payment options:

Option 1:

Payment of the full January school fee immediately to secure the learner's place.

OR

Option 2 (Two-payment option):

Immediate payment: R2 000.00

Second payment (following month): R2 050.00

Please note that the full January fee must be paid no later than the end of October 2026 in order to secure the learner's place for 2027.

Initial: _____

PLEASE ENSURE THAT ALL DOCUMENTATION ACCOMPANY THIS FORM.
ALL AREAS MUST BE COMPLETED AND SIGNED

OFFICE USE ONLY:

DOCUMENTATION REQUIRED **(COPIES ONLY)**

- Certified copy of Learner's Birth Certificate _____
  (Not older than 3 months)
- Immunisation Card _____
- Copy of latest School Statement _____
- Copy of report card from previous school _____
- Certified copies of both Parent's ID documents _____
  (Not older than 3 months)
- 1 x ID or Passport photos of learner _____
- Proof of residence _____
- Study Permit (if the learner does not have a South African ID, a study permit must be submitted with this application _____
- Transfer card from previous school _____
  (submit on acceptance/payment of learner)

☐ Prospectus issued

APPLICATION FORMS WILL ONLY BE PROCESSED IF ALL THE REQUESTED DOCUMENTS ARE ATTACHED.

We do not make photocopies for new applications at school
Ensure all pages are initialled

Initial: _____